

YOUTH SERVICES POLICY

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| Title: Legislative Updates and Statutory Reporting Requirements Next Annual Review Date: 09/15/2014 | Type: A. Administrative Sub Type: 1. General Number: A.1.6 |
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| References: Applicable acts of the Regular/Special Sessions of the Louisiana Legislature | |
| STATUS: Approved | |
| Approved By: Mary L. Livers, Deputy Secretary | Date of Approval: 05/24/2010 |

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish policy regarding the summary of new and amended law, including reporting required of YS by state statute, following the conclusion of each legislative session.

III. APPLICABILITY:

Legal Services, the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Undersecretary, and the Deputy Assistant Secretaries.

IV. POLICY:

It is the Deputy Secretary's policy that Legal Services shall prepare an updated Legislative summary, including reporting requirements, after each legislative session.

V. PROCEDURES:

A. Legislative Updates

1. After each legislative session, Legal Services shall prepare a summary of new and amended law that impacts YS.
2. The senior staff listed in Section III is responsible for addressing the changes, if any, that the summary requires of their area of responsibility, *i.e.*, central office, facilities, regional offices.
3. Any ambiguities or areas of uncertainty shall be referred to Legal Services for interpretation.

B. Statutory Reporting Requirements

Legal Services shall maintain an official summary of the reporting requirements in Louisiana law. The summary shall include: responsible party or unit; description of the reporting requirement; the citation to the law; and required reporting frequency.

C. Timelines

Legal Services shall provide the updated legislative summary, including reporting requirements, to the Deputy Secretary, the Assistant Secretary, the Chief of Operations, the Undersecretary, and the Deputy Assistant Secretaries no later than December 1st after the Regular Session of the Louisiana Legislature. For special sessions, the updated summary shall be provided to the Deputy Secretary no later than 90 days following the last day of the special session.

Previous Regulation/Policy Number: A.1.6

Previous Effective Date: 7/25/08

Attachments/References: